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DATE: December 18, 2017

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Richard Rydecki
Elections Supervisor

Allison Coakley
Training Coordinator

SUBJECT: Municipal Clerk Training Report Reminder

This is a reminder that the Municipal Clerk Training Report was posted earlier this month and lists the number of hours clerks have reported to us so far this term. For training purposes, municipal clerks are currently in the 2015-2017 term and must take and report at least six hours of election training to the Commission by December 31, 2017 to recertify for the 2018-2019 term. For new municipal clerks, three of the six hours must be the Municipal Clerk Core (MCT Core) training class or the equivalent training taken at the Wisconsin Municipal Clerks Institute in Green Bay.

For more detailed information about clerk training requirements and options, please review the clerk communication posted on December 4, 2017: <http://elections.wi.gov/node/5425>. Please contact Allison Coakley if you have any questions: allison.coakley@wi.gov or (608) 261 -2033.